

**Adopted January 23, 2001  
Reaffirmed December 11, 2001**

### ***Council Policy Role***

1. The City Council is responsible for setting the policies and holding the City Manager accountable for achieving those policies.
2. Council will formulate policy by determining the broadest policies before progressing to more narrow ones.
3. Council should focus primarily on ends, while providing broad guidance regarding means so that staff can utilize their expertise and creativity. Unless instructed otherwise, staff's administrative role will ensure that:
  - Efforts are within the parameters of the Council's goals, priorities and vision principles
  - Council is consulted on major issues and system changes.
4. The Council will be the initiator of policy, not merely a reactor to staff initiatives. Individual Council Members may bring forth initiatives that are of significance to the entire community.
5. The Council will determine desired ends and priorities (relative to other priorities) by addressing: What good? For what people? At what cost?



### ***Maximizing Effectiveness***

1. The Council will use the expertise of individual members to enhance the ability of the Council to make good policy decisions.
2. The Council recognizes that the expression of differences and the debate will ensure that we have good public policy. In support of this, members' opinions will be heard and respected.
3. The City Council will be open to ideas from Council Members, the administration, and staff members.

### ***Council-Mayor Role***

1. The Mayor will be the spokesperson for the City Council who is most called upon, without limiting other Council Members' ability to speak on issues.
2. The Mayor and Vice Mayor, because of their roles, have the greatest contact with the City Manager. However, the City Manager will offer equal access to all Council members.

### ***Communication***

1. Staff should provide Council with all relevant information on matters of policy, including pros and cons, alternatives, and professional recommendations, in order that Council may make an informed final decision.
2. Achieving mutual trust between Council and the City administration and between Council Members themselves should be a fundamental pursuit.
3. Open and regular communication will be used to insure that Council and the administration is informed so that no one is surprised or blind-sided.
4. Council will inform the City Manager when there is an issue meriting administrative action or decision.
5. The City Manager will insure that Council is informed about issues that have impact on a major policy area, may attract media or public attention, or affect major stakeholders.
6. When an emergency decision must be made, the Mayor/Vice-Mayor will work with the City Manager to make the best decision possible and the City Manager will insure that the rationale for the decision is immediately communicated to other Council Members.
7. Council may pass along information or request information directly from staff.
8. The City Council will regularly review progress on its collective leadership, goals, priorities and operating guidelines to insure success/relevance.

### ***Performance Accountability***

1. The City Manager will be evaluated on the accomplishment of City Council's stated goals.
2. Evaluation of the City Manager, City Attorney and Clerk of Council will be a collective act of the City Council.
3. Evaluation of the Internal Auditor will be a collective act of the Internal Audit Division.
4. The Council will never give instructions to persons who report to the City Manager.
5. Council will hold the City Manager accountable for staff performance and provide the City Manager with feedback about staff performance in a private setting.
6. Priorities of the City Manager will be defined by the City Council's goals and priorities in support of the vision.